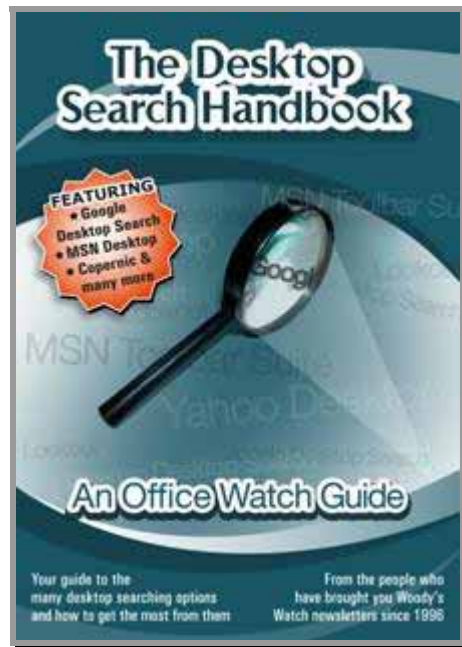


The Desktop Search Handbook

Late June 2005 edition.



by **Peter Deegan** – co-founder and Editor-in-Chief of *Office Watch* and other newsletters.

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Desktop Search Handbook

An Office Watch guide.

Welcome!

All of a sudden there are a lot of tools available to let you effectively search the documents and emails on your hard drive. They became common knowledge when Google Desktop Search was released but there were already products from companies like Copernic and X1 available.

These tools really can change the way you use your computer and certainly make things a lot easier and faster to find. In theory, all your documents and emails are carefully filed away in folders with names and dates that should make them easy to put your virtual finger on. In reality things get saved in the wrong place or in the wrong name.

There is also the common situation where you need to find something that is not directly classified or expected. The ability to index and quickly find content IN documents lets you locate things you didn't expect to need. For example:

- I saw a name on my credit card statement that I didn't recognize – was this a bogus charge or something I'd really bought? In the old days (ie six months ago) that would have meant hunting around documents (paper and virtual) and emails while racking my memory for an answer. With a desktop search tool I just entered the company name and up popped their emailed receipt – problem solved in less than a second.
- I was asked for the name of a hotel I had stayed at in Venice five years ago. The name has long since gone from my memory but a quick look under " Venice hotel " and messages from years ago gave the answer in an obscure email I'd sent at the time.
- Forgotten a snail mail address? I found one yesterday buried in, of all places, an Excel spreadsheet.

This handbook won't just review the major desktop searching tools – we'll show you how to use them properly. There are Tips and How To's highlighted throughout the ebook. We'll also have tips on how you can consider changing the way you store things on your computer, now that searching the information is so much faster.

We think that most people haven't yet realized the potential of desktop searching tools. It's a mistake to think of them as just a faster version of the, best forgotten, Windows Search command. These tools are so much faster and cover more types of files, that they truly will change the way you work.

What's inside?

The Desktop Search Handbook – an Office Watch Guide - has plenty of information for current and new desktop search users.

We start with some of the basics you should know – how these programs work, indexing and searching. We'll look at some types of documents and what can be found in them. There is more to searching than just putting in a few words – we'll explain. Next we'll have a close-up look at each of the major Desktop Search programs – most of which are totally free. These are more than simple reviews, for we go into detail to help even existing users of those programs.

Finally there are appendixes with full details on the supported file types and searching commands for each program. The appendixes are for reference purposes and you can search them easily.

Ebook power

Because this is an electronic book you have options you don't have with dead tree (paper) publications.

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Bookmarks. Choose View | Navigation Tabs | Bookmarks to see a tree view of the headings in the handbook. Click on any heading to jump to that section.

Table of Contents. The above table also has links. Just click on an entry in the list to jump to that part of the handbook.

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